



State of Arizona  
Department of Education

**Tom Horne**  
Superintendent of  
Public Instruction

## MEMORANDUM

**DATE:** June 6, 2007

**TO:** All District Superintendents and Charter Holders

**FROM:** Irene Moreno, Deputy Associate Superintendent  
Office of English Language Acquisition Services  
Accountability Division

**CC:** ELL Coordinators

**SUBJECT:** Structured English Immersion (SEI) Train-the-Trainers Model

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Effective immediately, please be advised of the following information:

The Office of English Language Acquisition Services (OELAS) has recently received further guidance regarding the Structured English Immersion (SEI) "Train-the-Trainer" model. Individuals who have previously participated in an SEI "Train-the-Trainer" workshop and who have returned to their districts to train staff are now required to submit an SEI Training Syllabus and the Checklist for SEI Training to OELAS for approval.

Districts, Charters, and independent providers who meet the SEI instructor qualifications must submit an SEI Training Syllabus and the Checklist for SEI Training to OELAS for approval:

- SEI curricular framework (15 hour Provisional)
- SEI curricular framework (45 hour Provisional)
- Augmented 45 hour Provisional
- Checklist for SEI Endorsement Training

Please submit the required documents to the OELAS at the address listed above.

Note: this does not apply to individual providers, organizations, districts, or charters who have already received State Board approval for an SEI Training syllabus.

Thank you.